

**Record of Proceedings
Town of Chugwater, Wyoming
Town Council Meeting
April 9, 2018**

Meeting Called to Order at 7:01 PM

Pledge of Allegiance

Roll Call:

Councilperson Ash, Councilperson Marlatt, Mayor Redding were present. Councilperson Stinnette and Councilperson Burns were absent. All accounted for.

Approval of Agenda:

Motion made to accept the agenda by Councilperson Marlatt and seconded by Councilperson Ash. All in favor. Motion passed unanimously.

Approval of Previous Meeting Minutes:

Motion made by Councilperson Marlatt to accept March 12, 2018 meeting minutes and seconded by Councilperson Ash. All in favor. Motion passed unanimously.

Correspondence:

Mayor Redding read a letter we received from the Arbor Day Foundation. Chugwater was named a 2017 Tree City USA by the Arbor Day Foundation in honor of its commitment to effective urban forest management.

Reports:

1. Director of Water and Sewer Report, Steve Kelley

Steve Kelley was not at this meeting. Mayor Redding read through the report in his absence.

Ron Eicher has resigned from his position as **Backup Water Operator**. Ron has agreed to stay for emergency situations only until a replacement can be found.

The **Backup Water Operator** job will be posted with a closing date of April 23, 2018. Anyone that applies will be required to submit an application and go through the interview process.

Steve will be attending the Water Conference in Casper from April 16 – 20. Gerry Dayton will not be attending the conference as he has his hours needed for renewal.

Tyler Faircloth, a Town employee, will also be attending the Water Conference at his own expense.

2. Treasurer's Report, Linda Webster

The Oregon Trail bank account has been closed and the funds transferred to the Bank of the West operating account.

The Treasurer's report is available for public view.

3. Chug-Chug Gas and Go Committee Report

Councilperson Ash reported that Alex Cadar has provided the Employment and Income Certification Forms received to date as required by the CDBG Grant . Joe Schirmer, former Councilperson, brought all paperwork he had regarding the Gas Station for committee review and integration into files as needed. Councilperson Ash reported that Alex Cadar had committed to the Wyoming Business Council to have the project completed within five to six months from March 8, 2018.

A discussion was held regarding current status of the project. The next step will be to formalize an understanding between the Town and Alex Cadar regarding a timeline for completion of the project. Councilperson Ash requested Attorney Jones to review all paperwork and make a recommendation to the Council at the May meeting. Attorney Jones responded that he felt he could pare it down and at least have a direction.

4. Community Center Report, Stacy Kelley

Stacy was not at this meeting so Mayor Redding read the Community Center report. As of April 3, 2018, there are two vacancies on the Community Center board that need to be filled. Kate Jackson and Darlene Trejo have resigned. The Board would like to recommend Angela St. John and RaeCe Wilkerson for final approval to fill those vacancies. Councilperson Ash motioned that we accept Angela St. John and RaeCe Wilkerson to fill the vacancies as per the request of the Community Center Board. Councilperson Marlatt seconded the motion. All in favor. Motion passed unanimously.

Old Business:

1. Vossler lot:

Councilperson Ash reported that she has made a series calls, first of which was to Dave Vozzler regarding his property. Councilperson Ash suggested that we might want to consider obtaining an O & E report, (Owners and Encumbrances) for \$125.00. The advantage to the report is the ability to possibly recoup any delinquent charges owed to the Town such as utility bills and mowing expenses.

Mayor Redding authorized Councilperson Ash to proceed with obtaining an O&E report on the Vossler property .

New Business:

1. Wyoming Child and Family Development:

Marian Moats from WC&FD gave the background about their business as one of the original Head Start Services and early Head Start Services. They also provide Early Intervention and Special Education Services. They receive State Funding for their services, which require a local match. Since there are no funds allocated in the budget, the Governing Body cannot help the organization with public funds at this time.

2. Platte County Youth Baseball

They are requesting the Town of Chugwater become a sponsor. They run on their own and solely through donations. The kids do raffles, etc. to help sustain their teams. They will put up and store the banner, however, we are responsible for painting it.

Motion was made by Councilperson Ash to donate \$150.00 for the Youth Baseball and Councilperson Marlatt seconded. All in favor. Motion passed unanimously.

3. Backup Water Operator

As discussed earlier in the Water and Sewer report, the position will be posted and will have a closing date of April 23, 2018.

4. Quick Books 2018 Upgrade

We are required to update to Quick Books 2018 by May 31, 2018. The Quick Books 2015 payroll will no longer be supported. We will proceed with purchasing and upgrading to Quick Books 2018.

5. Backup Options for our Data:

It has been suggested that we also backup our software. To date we have only been backing up our data. Linda Webster will research further and provide information and pricing at next month's Town Council meeting.

6. Clerk Books and UB Max Utility Billing Software:

Research has been done looking for software that is geared towards *Municipality accounting*. The *UB Max Utility Billing* demo was reviewed but is not compatible with Quick Books at this time.

The *Clerk Books* demo revealed that their software is structured to work with Quick Books and is designed for Municipalities. It is better equipped to help with municipal reporting, budgets, audits, utility billing, etc.

Councilperson Ash added that we need to look seriously at this with two users rather than with a single user for internal control.

The other thing to take into consideration is a long term plan for Chugwater. This software would allow for the next Clerk/Treasure to seamlessly transition. The guess work is removed and required reports are set up and generated at the push of a button eliminating a lot of chances for human error.

Ron Vanderpool, who is a Technical Assistance Provider working for the Midwest Assistance Program is helping us. This service is available to all Municipalities who require assistance at no charge..

7. Pam Nesius – Billboard Issue

Pam Nesius has a buyer for her billboard and property but was concerned about some verbiage in our Ordinances. This has been set aside while the Ordinances and circumstances are reviewed.

8. Election Information

A notice has been posted that we have two council seats that are coming up for election this year. Applications and filing fees can be accepted beginning May 17, 2018 thru no later than

May 31,2018 to the Town Hall. All applications be submitted here must be received by the Platte County Election Department by June 1st.

Approval of Bills/Expenses:

Bills were reviewed and discussed by the Council. Motion was made by Councilperson Marlatt and seconded by Councilperson Ash to accept the bills. All in favor. Motion passed unanimously.

Upcoming Events:

Water Conference - April 16 thru 20.

Town Council Meeting – May 7, 2018 at 7:00 PM

Open Forum:

- Lee Marfell congratulated Councilperson Ash for her efforts on the Council.
- He questioned the data backup procedures of the Town computers. His concern is, are there hard copies in case a major power outage wiped out data and software on computers.
- Lee believes a job description for Backup water Operator exists and he may have one if needed.
- Clay Enix brought up purchasing a disc for QuickBooks 2018 along with the online download.

Adjournment:

Motion made by Councilperson Marlatt and seconded by Councilperson Ash to adjourn the meeting at 7:57 PM. All in favor. Motion passed unanimously.

Assistant Town Clerk/Treasurer

Mayor

Posted: April 22, 2018